



# **BASIC RECRUIT PROCEDURAL MANUAL RULES and REGULATIONS**

**CHICAGO POLICE DEPARTMENT  
EDUCATION AND TRAINING DIVISION**



## FOREWORD

The Chicago Police Department Education and Training Division Manual provides Department policy and guidance concerning Chicago Probationary Police Officers' training requirements, conditions of employment and related personnel practices. It also establishes procedures, rules and regulations that relate to the training of other academy trainees. Additionally, it sets forth the procedures that relate to trainees who fail the Chicago Police Department Basic Recruit Training Program.

This manual is not a contract or agreement and the terms and conditions of training may be changed without notice. Probationary Chicago Police Officers are "at will" employees during their first 18 months of continuous service, and may be terminated with or without notice.

Homeroom Instructors will review the Basic Recruit Procedural Manual: Rules and Regulations with their class to avoid misunderstandings regarding the Education and Training Division's rules and regulations. Recruits will sign two (2) copies of the forms to confirm they understand the manual. Recruits will retain one copy; the other will be placed in the recruit's personnel jacket.

## **MISSION STATEMENT**

Supporting the mission of the Chicago Police Department, the Education and Training Division will provide comprehensive training to develop policing skills, promote leadership abilities and a solid ethical foundation to department members so the Chicago Police Department continues to be a premiere law enforcement organization.

### **Chicago Police Oath of Office**

I, \_\_\_\_\_, having been appointed to the office of Probationary Police Officer, City of Chicago, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Illinois and that I will faithfully discharge the duties of the office of Probationary Police Officer, according to the best of my ability.

### **Chicago Police Department Mission Statement**

The Chicago Police Department, as part of, and empowered by, the community, is committed to protect the lives, property, and rights of all people, to maintain order, and to enforce the law impartially. We will provide quality police service in partnership with other members of the community. To fulfill our mission, we will strive to attain the highest degree of ethical behavior and professional conduct at all times.

### **Chicago Police Department Core Values**

Professionalism - Our on and off duty conduct reflects both the highest standards of police service and personal responsibility.

Obligation - We serve all citizens equally with fairness, dignity and respect.

Leadership - Our examples inspire respect for ourselves and admiration for our Department.

Integrity - We conduct lives morally and ethically.

Courage - We uphold and follow the law in the face of fear, danger and temptation.

Excellence - We proudly wear the Chicago Police Department star and will never tarnish it.

## POLICY STATEMENT

It is the policy of the Chicago Police Department and the responsibility of the Deputy Chief of the Education and Training Division and the Education and Training Division staff to provide quality training in a fair and equitable manner to trainees without regard to race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status or source of income.

## LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community, to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder, and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

## TABLE OF CONTENTS

I.	<u>Authority</u> .....	8
II.	<u>Definitions</u> .....	8
III.	<u>Rules and Procedures</u> .....	9

### **Rule I - Personal Accountability and Control**

1-1	Chain of Command .....	9
1-2	Attendance .....	9,10,11
1-3	Leave of Absence .....	11,12
1-4	Serious Incident Report .....	12
1-5	Exercise of Police Powers .....	12
1-6	Secondary Employment.....	12
1-7	Telephone Calls .....	12
1-8	Electronic Devices .....	13
1-9	Parking .....	13
1-10	Classroom Conduct .....	13
1-11	Entrance of Command Personnel .....	14
1-12	Saluting .....	14
1-13	Addressing Staff in Formation .....	14
1-14	Reporting Indoors .....	14
1-15	Absence of Instructor.....	14
1-16	Class Breaks .....	14
1-17	Lounge Areas.....	14
1-18	Recruit Movement & Pedestrian Safety.....	15
1-19	Fire Alarm Signals.....	15
1-20	Security/Exit Doors.....	15
1-21	Access/Egress .....	15
1-22	Lockers.....	16
1-23	Locks .....	16
1-24	Food/Beverages.....	16
1-25	Use of Tobacco .....	16
1-26	Alcoholic Beverages .....	17
1-27	Controlled Substances.....	17
1-28	Firearms .....	17
1-29	Home Address & Telephone Number.....	18
1-30	Pregnancy During Probation.....	18
1-31	Separation.....	18
1-32	Voluntary Resignation.....	18

### **Rule 2 - Uniforms and Personal Appearance**

2-1	General.....	19
2-2	Uniforms .....	19, 20, 21, 22
2-3	Inspections .....	22
2-4	Personal Accessories .....	23
2-5	Personal Appearance .....	23, 24

## TABLE OF CONTENTS CONTINUED

### **Rule 3 – Integrity**

3-1	General.....	25
3-2	Lying, Evasiveness, and Deceit.....	25
3-3	Academic Dishonesty and Plagiarism .....	25
3-4	Stealing .....	25
3-5	Reports - Truthfulness .....	26
3-6	Conformance to Laws .....	26

### **Rule 4 - Department**

4-1	Courtesy .....	27
4-2	Bigotry .....	27
4-3	Addressing Staff and Other Personnel.....	27
4-4	Misconduct (Conduct Unbecoming an Officer).....	27
4-5	Complaint Procedure .....	28
4-6	Social Contact .....	28
4-7	Racial or Sexual Harassment .....	28
4-8	Restricted Areas and Equipment.....	29
4-9	Soliciting Business .....	29
4-10	Insubordination.....	29

### **Rule 5 - Discipline**

5-1	Standards of Conduct .....	29
5-2	Purpose .....	30
5-3	Documentation .....	30
5-4	Progressive Discipline.....	30

### **Rule 6 - Physical Condition and Examination**

6-1	Maintaining Physical Fitness.....	31
6-2	Physical Skills Training .....	31, 32
6-3	Medical Policy .....	33
6-4	Injury/Illness .....	33
6-5	Injury on Duty .....	33
6-6	Injury Disability Off Duty.....	34
6-7	Feigning Illness/Injury .....	34
6-8	Inability to Participate .....	34
6-9	Limited and Convalescent Duty .....	34

### **Rule 7 - Academic Standards and Qualifications**

7-1	Academic Examination Procedures.....	35
7-2	Academic Tests .....	35
7-3	Areas of Study.....	35
7-4	Notebooks .....	35, 36
7-5	Homework .....	36
7-6	Requirements for Successful Completion .....	36

7-7	Examination Results .....	36
7-8	Academic Deficiency.....	36

## TABLE OF CONTENTS CONTINUED

7-9	Staff Evaluation .....	37
7-10	Supportive Instruction .....	37
7-11	Copies of Examinations .....	37
7-12	Missed Examinations .....	37
7-13	Mandatory State Firearms Instruction.....	38
7-14	Mandatory State Firearms Qualification Course Failures.....	38
7-15	Mandatory State Firearms Examination (Written Portion).....	38
7-16	Mandatory State Firearms Examination (Written Portion) Failures.....	38
7-17	Use of Deadly Force (Written Examination) .....	38
7-18	Use of Deadly Force (Written Examination) Failures .....	38
7-19	Basic Police Driver's Training Program .....	38
7-20	Basic Police Driver's Training Program Failures .....	38
7-21	State Comprehensive Certification Examination .....	39
7-22	State Comprehensive Certification Examination Failures .....	39
7-23	DUI Detection and Standardized Field Sobriety Testing.....	40
7-24	Reinforcement Sessions .....	40
IV.	<u>Field Training and Evaluation phase</u> .....	41
V.	<u>Examples of P/T Logs</u> .....	42,43
VI.	<u>Examples of State Note Book Entries</u> .....	44,45
VII.	<u>Recruit and Education and Training Acknowledgement pages</u> .....	46,47

## I. AUTHORITY

The Chicago Police Department (Department) is authorized by the Illinois Law Enforcement Training and Standards Board (ILETSB) to operate a police training facility. Further, the ILETSB has authorized the Deputy Chief of the Education and Training Division to develop and administer the following rules and procedures in accordance with the provisions of Illinois law. These rules and procedures will govern your conduct throughout your probationary period. In addition, Chicago Recruit and Probationary Police Officers will be required to comply with the provisions of the rules and procedures of the Chicago Police Department.

**NOTE:** The Education and Training Division Rules and Procedures take precedence over any other less strict standard.

## II. DEFINITIONS

**RECRUITS** - Trainees attending the Timothy J. O'Connor Training Center (Academy), for Basic Recruit Training. While attending the Academy, recruits are hired as probationary full-time law enforcement officers and are required to complete the minimum standard basic law enforcement training established by the Illinois Law Enforcement Training and Standards Board (ILETSB), **and** the standards required by the Chicago Police Department.

**PROBATIONARY POLICE OFFICER (PPO)** – A Recruit who has successfully completed the Chicago Police Basic Recruit Training Course. Upon graduation, the PPO will enter field training.

**PROBATIONARY PERIOD** – The normal probationary period shall be eighteen (18) months of active duty. Time absent from duty or not served, for any reason, will not apply and must be made up to complete the probationary period.

### III. RULES AND PROCEDURES

#### RULE 1 - PERSONNEL ACCOUNTABILITY AND CONTROL

A Chicago Police Officer remains under the jurisdiction of the Deputy Chief of Education and Training until after completion of the probationary period. Chicago Police recruits are required to obey the Academy Rules and Regulations and the Department's Rules and Regulations. Violations of said Rules and Regulations will be adjudicated according to the disciplinary procedures of the Chicago Police Department.

##### 1-1 CHAIN OF COMMAND

Deputy Chief, Education and Training Division (DC): Directs resources of the Division; identifies the training needs of the Department; and represents the Superintendent on the Illinois Law Enforcement Training and Standards Board (ILETSB).

Executive Officer / Commander, Education and Training Division: Directly assists the Deputy Chief in directing the resources of the Division and ensuring that the education and training of recruit and incumbent personnel adhere to Department policy, the guidelines established by the Illinois Law Enforcement Training and Standards Board.

Commanding Officer, Recruit Training Section: An Education and Training Division supervisory level staff member given authority for assigning and directing Group Supervisors and Homeroom Instructors.

Supervising Sergeant: An Education and Training Division supervisor in charge of Homeroom Instructors and recruits in their homerooms.

Homeroom Instructor (HRI): An Education and Training Division staff member having authority and responsibility for guidance and training of an assigned recruit class.

Assistant Homeroom Instructor: An assistant to the HRI who assists and when necessary, substitutes for the HRI in performing his/her duties.

Class Instructor: Person/team assigned to a block of instruction. This includes sworn and civilian staff, and outside guest speakers.

##### 1-2 ATTENDANCE / ABSENCE

The Basic Recruit Training Programs are full-time, continuous courses of study. Regular class attendance is required of all recruits. Normal training hours will be from 0700 hours until 1530 hours, Monday through Friday, **unless otherwise designated**. Recruits will not be excused from daily assignments at the Academy except for urgent situations, and will not be dismissed prior to 1530 hours unless granted permission from the Commanding

Officer of Recruit Training. The Deputy Chief or his/her designee may grant absences at their discretion. Reasons may include, but are not limited to: death in the family, personal illness, or response to a court subpoena. Attendance at social or family functions (i.e., weddings, reunions) may be considered on a case-by-case basis when submitted with supportive documentation. Scheduled doctor/dental appointments will be made during off hours.

### **ATTENDANCE / ABSENCE CONTINUED**

- Chicago Recruit Classes will fall in for at 0700hrs or 30 min prior to scheduled class.
- Chicago Recruit Classes will line up in formation outside of their assigned classroom for an inspection conducted by their: HRI (if available) or a supervisor.
- Chicago Recruit Classes will wait in formation outside of each class until their instructor tells them to enter the classroom.

**REPORTING ABSENCE:** If unable to report for duty because of illness or another extraordinary incident, the recruit must notify the Academy Duty Desk (312-746-8310, Ext. 177) one hour prior to reporting time. Recruits are advised to note the name of the Police Officer who takes the information concerning their absence. \* A voicemail message must be left if no one answers and recruit must call back one hour prior to reporting time.

**NOTE:** The Illinois Police Training Act mandates that absences must not exceed 10% of the total hours of classroom instruction for Board certified courses of instruction. The rules of the ILETSB do not allow for deviation except for injury on duty. As delineated by The Illinois Police Training Act, when absences exceed ten percent (10%) of the classroom portion of the training program, trainees will be terminated from their employment. The Chicago Police Education and Training Division rules are more restrictive.

**TARDINESS:** Recruits are required to report for work on time. Reporting to the Academy after assigned starting time, a recruit must report to the Duty Desk, sign the "Tardiness Log" and complete a Report of Tardiness form (CPD-63.116) before reporting to class or other scheduled assignments (roll call, inspection, etc.). In situations where tardiness can be anticipated, recruits will call the Academy Duty Desk (312-746-8310, Ext 177), and give his/her name, employee number, class number and the estimated time of arrival at the Academy. Telephone notification does not excuse tardiness or obligation to report to the Duty Desk upon arrival.

After reporting to the Duty Desk, the recruit will proceed to their assigned classroom. Tardy recruits will prepare a To-From-Subject report, explaining the reason for tardiness. After the To-From-Subject report receives approval from the Homeroom instructor and/or Supervising Sergeant, it will be submitted by the recruit to the Duty Desk by end of tour on the same day of the infraction.

The Supervising sergeant will be responsible for determining the appropriate disciplinary action after tardiness.

## **ATTENDANCE / ABSENCE CONTINUED**

If 50% or more of the class is late, the instructor will have the class commander or assistant class commander verbally explain why the class is late and then continue teaching. After the class, the class commander or assistant class commander will prepare a To-From-Subject report explaining the reason(s) for the class tardiness, and submit the report to the HRI and Supervising sergeant for approval.

**REQUEST TO BE EXCUSED:** Recruits will **not** be excused from assignments except for extraordinary situations. The request must be submitted to the HRI in the form of a To-From-Subject report addressed to the Deputy Chief. This request will be reviewed and approved or disapproved by the DC or his/her designee. In an emergency, where time limitations preclude the submission of a written request, approval to be excused from duty may be granted verbally by the Supervising Sergeant. The recruit in such emergency situations will submit a To-From-Subject report immediately upon return.

**SIGNING IN AND/OR OUT:** Whenever leaving the Academy, a recruit will sign the register at the Duty Desk indicating the time of departure. Upon return, that same day, the recruit will enter the time of return. This procedure does not include leaving the Academy for lunch, a scheduled break, or for other scheduled assignments.

**NOTE:** Recruits will enter and exit the Academy via the main (Jackson Blvd.) entrance **only**.

**NOTE: HRI's or other Instructors are not allowed to excuse recruits from duty without prior approval from the Commanding Officer, Recruit Training Section.**

**DEATH IN FAMILY:** According to Personnel Rules, leave with pay **may be** granted to a Chicago Police Department recruit due to the death of an immediate family member or registered domestic partner. Leave will not exceed three (3) consecutive days (including weekends, days off and holidays) immediately following the death. The Deputy Chief or his/her designee must approve the request.

**SICKNESS IN FAMILY:** Sickness in family is **not** authorized for Recruits or Probationary Police Officers. In an emergency, the Deputy Chief or his/her designee may grant an excused day(s) without pay (non-disciplinary).

## **1-3 LEAVE OF ABSENCE**

As a general rule, Recruits will not be granted leaves of absence. In extenuating circumstances and upon approval by the Superintendent of Police, recruits may be granted a leave of absence up to one (1) year.

Employees who do not have Career Service status, such as probationary police officers, remain employees "at will." They may be disciplined or discharged at any time and for any

reason. Granting of a leave of absence confers no rights to employment with the City of Chicago, either before a leave, while on leave, for reinstatement purposes, or thereafter.

If a leave of absence is granted during training, recruits may be recycled into a new training class if and when they return to duty. The probationary period of (18) eighteen months will be extended by the number of days missed due to a leave of absence. The recruit's original date of appointment will remain the same.

#### **1-4 SERIOUS INCIDENT REPORT**

A recruit involved in an incident of a serious nature will notify the Deputy Chief in writing by To-From Subject report as soon as possible. Recruits are required to notify through their chain of command or interaction with **any law enforcement agency**. Notification will be made as soon as possible and prior to their next tour of duty. If an exigent circumstance exists, the recruit will notify the Academy Security Desk **ASAP**.

An example of such an incident would be: the recruit is under investigation for a crime, is the victim of a crime, being arrested for a violation of **any law or ordinance**, etc. This includes but is not limited to investigations by agencies outside of Chicago. Supervising Sergeants and/or HRI's must be notified immediately of incidents of a serious nature **both** orally and in writing.

#### **1-5 EXERCISE OF POLICE POWERS**

At no time prior to being sworn in **AND** receiving their Chicago Police star and sworn identification card will a recruit represent himself/herself to the public as a police officer, advise the public on matters relating to police action or business, attempt to make an arrest, or undertake any type of investigative action, unless specifically authorized to do so by a superior officer or staff instructor. Proper actions in an emergency situation include calling 911, rendering first aid, and/or recording information for responding sworn police officers.

#### **1-6 SECONDARY EMPLOYMENT**

Chicago recruits are **prohibited** from engaging in secondary employment during their probationary period.

#### **1-7 TELEPHONE CALLS**

Academy staff **will not accept** personal telephone calls on behalf of recruits unless it is an emergency. Recruits **must** communicate this to the appropriate persons.

## **1-8 ELECTRONIC DEVICES**

Smart phones, cellular phones, tablets, or any other personal electronic devices along with any wristwatch which also serves as a communication or recording device by any means is **not allowed** to be kept on the person of any recruit **in** the Education and Training Division. Use of cell phones outside the building are only be allowed away from the building parameter. Cell phones are to be powered down and kept in personal vehicles or assigned lockers within the Education and Training Division. Exceptions will only be made by HRI/Supervising Sergeant or C.O. Recruit Training.

## **1-9 PARKING**

Recruits will park personal motor vehicles legally on the public way in the vicinity of the academy. Recruits **will not** park in the academy parking lots. Vehicles in violation will be ticketed and towed.

## **1-10 CLASSROOM CONDUCT**

Recruits will be in the classroom, ready for class, at the scheduled starting time for each class. When in class, instructors will be given attention, respect and courtesy. Recruits must remain attentive and seated upright at all times during instruction. No talking by recruits is permitted, unless allowed by the instructor.

Recruits are to avoid disruptive activities and use of obscene language. At the end of class, recruits will ensure that the classrooms, locker rooms, and other training areas are in a clean and orderly condition with the lights turned off. Recruits will dispose of trash in appropriate containers.

Recruits are not authorized to use computers in the building without permission of an academy staff member. This includes the computers in the homerooms, computer labs and those at the duty desk. Computers located in the homerooms are for instructional purposes only.

Eating, drinking or gum chewing is **not** allowed during classroom sessions, in the hallways or any area outside of the vendeteria. Any food consumption outside of vendeteria, must have prior approval given by HRI or supervising Sergeant.

At dismissal time, all recruits are to remain INSIDE ASSIGNED CLASSROOM until completion of the last scheduled class. Recruits will not be lined up in any hallway prior to dismissal time.

### **1-11 ENTRANCE OF COMMAND PERSONNEL**

Whenever a member of the rank of Sergeant or above enters a room, the first person observing his/her presence will give the command "Attention!" At this time the entire group, with a minimum of noise, will stand at attention beside their desks, until further orders are given. The same courtesy will be given when this person then leaves the room as well.

### **1-12 SALUTING**

Recruits in formation do not salute or return salutes except at the command, "Present Arms". The individual in charge salutes and acknowledges salutes for the entire formation.

### **1-13 ADDRESSING STAFF IN FORMATION**

While in formation, recruits will respond to Education and Training Division staff and non-recruit personnel in one resounding voice after they have been greeted by Education and Training Division staff and non recruit personnel.

### **1-14 REPORTING INDOORS**

When reporting to the office of an Education and Training Division staff member, recruits will knock and enter when told to do so. When reporting to the office of a Sergeant or above, upon being granted permission to enter, recruits will stop within two steps of the officer's desk and remain at attention until addressed.

### **1-15 ABSENCE OF INSTRUCTOR**

When an instructor does not arrive promptly to conduct class, it is the responsibility of the **class commander or next in the chain of command**, to notify the Duty Desk or a Supervisor of the instructor's absence after **five minutes** of the scheduled class session has elapsed.

### **1-16 CLASS BREAKS**

There will be a break between each class segment. During breaks, recruits **may not** leave the immediate vicinity of the academy area without obtaining permission from their HRI or otherwise directed. (The "immediate vicinity" is defined as the academy campus grounds)

### **1-17 LOUNGE AREAS**

No sleeping will be permitted in the building. This includes the lounge areas. Also, recruits are not allowed to put their feet on furniture.

## **1-18 RECRUIT MOVEMENT AND PEDESTRIAN SAFETY**

Recruits moving in the hallways of the academy will remain in **single file** and keep to the **right side** of hallways. Conversation in the hallways is not allowed. To ensure safe stairway traffic, the **right side** of the stairs will be used at all times. Loitering on the stairs or landings is not permitted.

Standing in the doorways of the vendeteria or lounge area is not allowed. In all corridors, the center must be kept open. **These are acts of common courtesy.**

**There will be no congregating in front of the building under no circumstances.**

## **1-19 FIRE ALARM SIGNALS**

When the fire alarm is sounded in an orderly manner recruits will form a column of two abreast and proceed to the nearest exit. Exits are located on the first floor at the four corners of the building and on the east wall of the Drill Hall. Elevators **will not** be used. In the absence of an instructor, the class commander will assume command of the class. Classes will proceed to the Evacuation Command Post located at Skinner Park on Adams Street. The class will re-assemble in the park along the north sidewalk on Adams Street. Academy personal will return to the building when the, "All Clear" is given by the Fire Marshal in charge and/or the Deputy Chief of the Education and Training Division.

## **1-20 SECURITY/EXIT DOORS**

At no time will any person place object(s) between any of the exit doors so as to prevent the door from closing securely.

## **1-21 ACCESS/EGRESS**

Recruits will enter and exit the Academy via the main (Jackson Boulevard) entrance **only**, and when exiting the building at the end of the day will only use the southeast stairwell from the 2<sup>nd</sup> floor and will walk around the north hall hallway of the 1<sup>st</sup> floor to exit the building. Recruits may leave the building in their last uniform of the day or under special circumstances approved by HRI or Supervising Sgt. Recruits are not to carry their Ballistic Vest or Duty Belt exposed when exiting or entering the building. Either item must be placed in a duffle or gym bag.

## **1-22 LOCKERS**

All lockers are the property of the Chicago Police Department. A locker number will be assigned to each recruit. Lockers are subject to inspection any time, without notice. The DC or his /her designee may conduct inspections. The purpose of locker inspection includes, but is not limited to: cleanliness of the locker, conformity with Academy or Department Rules and Regulations, and, if necessary, to conduct an investigation for disciplinary or other reasons.

## **1-23 LOCKS**

All lockers (including Gym) will be locked with a personal combination type padlock. The lock is to be white metal with a black dial face. Before a lock is attached to an assigned locker, the recruit must submit the lock's combination to the class HRI. If it becomes necessary to replace the lock, the recruit will submit to the class HRI the new combination. Failure to follow this policy will result in the loss of locker privileges and disciplinary action. Gym lockers are used only during assigned Physical Training class. Gym lockers may not be "saved" ahead of regularly scheduled class, and will be vacated upon completion of each class.

## **1-24 FOOD/BEVERAGES**

Consumption of food or drinks is allowed in the vendeteria. All refuse must be disposed of properly and **not be left on the vendeteria tables**. **No food or drink is allowed outside the designated eating area with the exception of drinking water. Drinking water will be allowed during instructional hours as long as it is contained in a non-tinted clear plastic container uniform. Each group will have uniform non-tinted clear plastic drinking containers approved by their HRI or supervising Sergeant. Recruits will not chew gum** while in the academy building. The Deputy Chief of the Education and Training Division may make modifications to these restrictions.

## **1-25 USE OF TOBACCO**

The Academy is a smoke-free environment. Smoking is not permitted in the .academy. Recruits wishing to smoke will do so in the West parking lot. **The use of chewing tobacco or snuff is not allowed on the academy campus.**

## **1-26 ALCOHOLIC BEVERAGES**

While on duty, no recruit, probationary officer, or academy staff member will use or possess alcohol in any form. No recruit, probationary officer, or staff member will report or be on duty having consumed or under the influence of alcoholic beverages to any degree. Recruits and probationary officers while off duty will refrain from using alcoholic beverages to the extent that it results in behavior to discredit them, the Chicago Police Department, or render them unfit to report for the next tour of duty. Department members will not consume alcoholic beverages in public while wearing their uniform, or any part which could identify them as members of the Chicago Police Department.

## **1-27 CONTROLLED SUBSTANCES**

No department member will consume, possess, or be under the influence of any controlled substance as defined by the Illinois Compiled Statutes 720 except in accordance with Rule 6-5 (Medication).

## **1-28 FIREARMS**

All recruits are required to have a regulation firearm and prescribed leather equipment. Further information concerning firearms and range instruction will be provided by range personal.

Recruits are to transport their firearms to and from the Academy only on firearm training days. On those days Recruits will transport their firearm directly from their residence to the Academy and directly from the Academy to their residence. Recruits are prohibited from stopping anywhere while transporting the firearm back to their residence. During transport, the firearm is to be secured in a carrying case equipped with a padlock. Recruits are not to use a pair of handcuffs to lock their handgun in their carrying case.

Chicago Recruits are prohibited from taking their firearms to any ranges for practice outside of scheduled firearms training conducted by Academy range personnel.

Chicago Recruits will not have live ammunition in their possession while transporting their firearm to and from the Academy.

Chicago Recruits will **not** have live ammunition in their possession beyond the range or outside of scheduled firearms training conducted by Academy range personnel. Range personnel will provide Recruits with the ammunition necessary for firearms training.

When Chicago Recruits are awarded their stars, shields, and sworn Chicago Police identification cards, range personnel will provide them with duty ammunition.

Chicago Recruits who violate any of the above rules will be subject to appropriate discipline, including immediate termination of employment from the Chicago Police Department.

### **1-29 HOME ADDRESS AND TELEPHONE NUMBER**

Every recruit is required to furnish, in writing, their present address and home telephone number. It is required that the recruit immediately notify the Deputy Chief, in writing, of any changes thereto (i.e., move, disconnect, new phone number, etc.)

### **1-30 PREGNANCY DURING THE PROBATIONARY PERIOD**

When a recruit or PPO, reports that she is pregnant, she can elect to continue training as long as she is able to meet all training requirements. It is her responsibility to determine if it is medically necessary to stop Academy training. She will be advised that certain aspects of the training program could pose risks to her unborn child. She will be advised of the potential health hazards to the unborn child that are associated with the firing range and of the protective equipment that is available to her. Additionally, the female will be informed that she will be involved in strenuous activities during her training and if, at any point, she decides that she cannot continue for medical reasons, she should speak to her HRI at once to begin maternity leave.

**Preferential treatment will not be made for a recruit or probationary police officer due to pregnancy.**

### **1-31 SEPARATION**

Recruits separated from the Chicago Police Academy will be provided with written notification of separation by letter. The letter will include the date and reason for separation. The Director of Human Resources will sign separation letters.

### **1-32 VOLUNTARY RESIGNATION**

A voluntary resignation is an action, initiated by the recruit, who, without coercion, for personal reasons is unable to complete academy training. The request must be in writing, addressed to the Deputy Chief, and state that the recruit wishes to withdraw from the academy. Recruits who separate under provisions and conditions of this section may be eligible for enrollment in subsequent academy sessions subject to approval of the Chicago Police Department and in compliance with enrollment requirements and current laws.

## **RULE 2 - UNIFORMS AND PERSONAL APPEARANCE**

### **2-1 GENERAL**

The academy is a semi-military organization and the appearance and manner in which the uniform is worn is significant. The uniform signifies a member's pride, unit discipline, professionalism, and esprit de corps. Recruits are expected to maintain their uniforms and personal appearance in compliance with standards outlined in the Chicago Police Department's orders.

### **2-2 UNIFORMS**

The Long sleeved blue uniform shirt with black necktie/ Tie clip and prescribed Chicago Police trousers are daily attire for recruits attending the academy regardless of season, except when a different uniform is authorized by the Deputy Chief. Recruits will remain in uniform at all times except when participating in physical training classes.

The first week of training business attire will be worn by recruits. Males will wear dress shirts and ties with conservative business suits or sport coats and slacks. Females will wear conservative business suits, dresses, skirts or slacks and business type blouses. Jeans, tee shirts, sweat shirts, casual clothing, is unacceptable.

Uniforms listed below will be worn during subsequent weeks of training. Uniforms must be purchased **NEW**. **Used uniforms are prohibited unless approved by the Commanding Officer, Recruit Training Section, or his/her designee.** All recruits are required to purchase the following prescribed uniform items:

### **ALL YEAR**

SHIRT:	Department-approved long sleeved blue uniform shirt without patches and white crew neck undershirt tucked in at all times.
NECKWEAR:	Black necktie / Tie clip
JACKET:	During winter months, normally between 1 Nov and 30 Apr, or whenever the outside temperature falls below 40 degrees Fahrenheit, the 3 season Tactel Jacket without patches on the sleeves is worn as the outer garment, travelling to and from the Academy. Jacket will be zipped three quarters of the way up at all times and will have a name tag attached with the wearers last name and class number. <b><u>No fleece jackets are allowed.</u></b>

**BLACK SHOES:** Center-laced Oxford, low quarter with a plain round or military toe shoe is the only footwear allowed while attending the Basic Recruit Program. The shoe must be synthetic leather, or clarino; black in color, with a semi-gloss or high gloss (patent/polished) finish.

**TROUSERS:** Department approved 75%/25% polyester/wool blend trousers as specified in department uniform specifications. Cargo-pants are not to be worn while in the Basic Recruit Program.

**CAP:** Navy blue baseball cap (Cover) without ornamentation or insignias. Recruits must wear the baseball cap during range classes, any time they are outside the building, taking part in any scenario outside the building and when leaving or entering the Academy building at all times. lunch and Dismissal are included

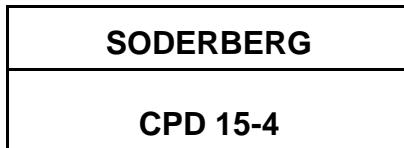
During winter months, or whenever the outside temperature falls below 40 degrees Fahrenheit, recruits are required to have with them a **plain black knit skull** cap without ornamentation and **plain black gloves** while coming to or leaving the Academy, during Integrated Exercises, or other classes conducted outside. The Deputy Chief of the Education and Training Division may authorize alternate headgear during inclement weather.

**SOCKS:** Black, plain knit or rib-knit material; undecorated crew socks.

**TROUSER BELT:** Black leather belt measuring 1 ½" wide with a high gloss silver buckle.

**ADDITIONAL ITEMS:** Universal Radio Holder, Small Ear buds black or white in color for use during E-Learning classes (**no over the ear types**), Law Books (Chicago Municipal Code, & Illinois Criminal & Traffic Law Manual) available for purchase From Blue360 Media @ [www.blue360media.com](http://www.blue360media.com) or the American Legal Publishing Corporation @ [www.amlegal.com](http://www.amlegal.com)

NAMEPLATE: The prescribed uniform name-tag. The recruit's last name will appear on top. The unit designator will state the recruit's appropriate group number (e.g. 11-1). See the example below.



Not made to scale

**REQUIRED PHYSICAL TRAINING EQUIPMENT:** All recruits are required to have the following equipment for the physical training program:

Three (3) T-shirts, cotton, heather gray, with Recruit's last name across the chest in **2" white letters** (T-shirts must be tucked in when being worn)

One (1) pair Shorts, cotton, navy blue, without pockets, stripes, ornamentation or lettering.

One (1) Sweatshirt, cotton, navy blue, with Recruit's last name across the chest in **2" white letters**.

One (1) pair of full-length sweatpants, navy blue in color, without pockets, stripes, ornamentation or lettering.

Two (2) Rip Stop BDU Shirts, as per Uniform Specification 21.1810, with Recruit's last name affixed as required. No shoulder patches or star number are to be affixed.

Two (2) Rip Stop BDU Trousers, as per Uniform Specification 21.1810

One Chicago Police reflective traffic safety vest.

One pair of good quality athletic shoes with a white rubberized non-marring sole;

White ankle high crew socks without stripes or ornamentation;

Athletic supporter for male recruits, sports bra for female recruits;

Two piece rubber mouthpiece;

Combination padlock;

Shower supplies, including shower shoes;

One pair of regulation police handcuffs in a leather-covered case which matches

duty belt; and

Other equipment as mandated by the Physical Training Unit.

**REQUIRED ITEMS FOR FIREARMS TRAINING:** All recruits are required to have specific firearms equipment as instructed by the range personnel. During the first firearms training period, a handout will be distributed and a lecture given as to what equipment is needed and when it will be required.

**REGULATION UNIFORM:** All Chicago recruits reaching the advanced phase of training must purchase a complete and NEW Chicago Police prescribed field uniform and a dress uniform. On graduation day, eligible recruits will wear the Class A dress uniform of the day according to the most current Department uniform standards unless otherwise directed by the Superintendent of Police, or his/her designee.

**REMINDER Recruits must take their duty belt to uniform store for Dress Uniform and package fitting.**

## **2-3 INSPECTIONS**

Recruits must be prepared for personal uniform and equipment inspections at all times during the academy stay. Rule 2 explains minimum inspection standards.

**ROLL CALL INSPECTION:** Recruits will assemble each morning for inspection outside their assigned homeroom at 0700 hours unless instructed otherwise. The designated class leader will report the status of the class to the HRI. The HRI will conduct an inspection. (Inspections by supervisory or command officers will occur from time-to-time at their discretion.)

After an inspection, the class will assemble in its homeroom for roll call by the HRI. Recruits will stand at attention by their desks until ordered by the HRI to be seated. **Ethics, integrity and other topics designated by the Deputy Chief or his/her designee will be addressed at roll calls regularly.**

**FORMAL INSPECTION:** Recruits are required to stand two formal inspections prior to graduation. The Deputy Chief or his/her designee, and Inspectors from the Auditing and Internal Control Division will conduct these inspections. Recruits will be inspected for winter, summer, and Fall/Spring field and dress uniforms.

## 2-3 **PERSONAL ACCESSORIES**

The following guidelines will be followed:

**BOOTS:** In the event of inclement weather, recruits may wear snow boots or overshoes to-and-from the Academy, but **not** in the classroom.

**JEWELRY:** No visible jewelry will be worn, except for a metal or plastic watch; wedding ring(s) limited to one finger only, and approved wrist or ankle bracelets of the Medic-Alert types. Earrings, visible medals, medallions, nose studs, body piercing ornaments, necklaces, unauthorized flags, insignia, pins or other **accoutrements** will not be worn in uniform.

**COSMETICS:** Make-up will **not** be worn. The only exception allowed is make-up is necessary to cover facial scars. This rule is for uniformity and physical training purposes. Colorless lip balm (not gloss) may be applied to the lips to prevent chapping.

**BAGGAGE:** Handbags, purses, backpacks, clutches, pouches, fanny-packs will not be carried or worn while in uniform. Gear bags or gym bags may be carried, **but not worn on the back or pulled on wheels**. Bags will only be black or navy blue in color with limited ornamentation.

**EYEGLASSES:** Tinted eyeglasses or sunglasses will not be worn in the academy unless prescribed and medically necessary. Eyeglass frames will be conservative in style and color (not iridescent, etc.). Sunglasses may be worn outside the building.

## 2-5 **PERSONAL APPEARANCE**

A neat and well-groomed appearance must be maintained at all times. These standards apply throughout your entire law enforcement career.

**HYGIENE:** Recruits will at all times maintain the highest standards of personal hygiene. Fingernails will be clean and no longer than one-eighth of an inch (1/8") as measured from the fingertip. **Recruits will be clean-shaven**, and hairstyles will be worn according to Department standards.

**MALE:** Male recruits will conform to the following minimum standards:

- Hair on the top of the head will be neatly groomed and not exceed two inches in length. The sides must be tapered and the hair must not touch the ears. The back must be tapered (not straight cut) and not touch the collar. The neck will be clean-shaven. The hair will not be adorned with ornamentation nor be styled, sculpted or carved in radical fashions such as Mohawk, dreadlocks, braids, punk, corn-rows, etc. The bulk or length of the hair must not interfere with the proper fit of headgear.
- Sideburns are permitted, but must be neat, evenly trimmed, tapered and must not extend below the middle of the ear in a clean-shaven horizontal line.
- The face will be clean-shaven each morning, Mustaches, goatees and beards are not permitted.

**FEMALE:** Female recruits will conform to the following minimum standards:

- Hair will be worn conservatively so that it does not touch the shirt collar. All styles will portray a neat appearance. Long hair will be fashioned up, and secured in place in order not to hang over the eyes. Hair can also be worn in a conservative hairstyle that is braided tightly against the scalp in close parallel rows, and secured in the back.  
Natural hairstyles, without reference to style, will not exceed three inches in length and must be neatly groomed. The bulk or length of the hair must not interfere with the proper fit of headgear. No scarves, headbands, scrunchies, bright colored barrettes, rubber bands, or ribbons will be worn or other ornamentation such as exposed clips or barrettes. Radical hairstyles like shaved, dreadlocks sculpted, asymmetric, etc. are not allowed. Hairstyles such as: "ponytails," "bun," etc., must be anchored under the baseball cap, (and not through the Velcro fastener) when worn, and secured so as not to fall when the hat is removed.
- No recruits are allowed to wear nail polish (clear included).

**NEATNESS:** All recruits must be well groomed, report for duty with shined shoes and clean, pressed trousers and shirts. Recruits will be **clean-shaven**, and hairstyles will be worn according to Department standards. Hair will not extend below the top of the shirt collar.

## **RULE 3 - INTEGRITY**

### **OFFICER'S CODE OF CONDUCT**

"A recruit will not lie, cheat, steal or tolerate those who do."

Integrity requires that recruits conduct themselves in a completely honest and forthright manner. Law Enforcement Officers are expected to adhere to the highest standards of principals and character. Strict adherence to the Officer's Code of Conduct is required of recruits. A recruit found in violation of this code, will be terminated immediately.

#### **3-1 GENERAL**

Law Enforcement Officers are expected to use authority ethically and never for private gain. Abuse of authority violates public trust. A recruit will not lie, cheat, steal, conspire to deceive or evade the truth. Violations of Rule 3 are grounds for dismissal.

#### **3-2 LYING, EVASIVENESS, AND DECEIT**

Lying, evasiveness, and deceit stem from dishonest actions designed to prevent the truth from being known. Recruits are expected to be honest. Recruits unable to live up to the spirit of this requirement are unfit to serve as a member of the Chicago Police Department.

#### **3-3 ACADEMIC DISHONESTY AND PLAGIARISM**

Acts of academic dishonesty and plagiarism violate the standards of the academic community, and jeopardize the training necessary for job performance as a police officer.

**ACADEMIC DISHONESTY:** Behavior intended to promote or enhance a recruit's academic standing by dishonest means constitutes an act of academic dishonesty. Academic dishonesty includes, but is not limited to, the following: cheating, which is defined as giving or receiving unauthorized aid on tests or other assignments, intentionally plagiarizing material, submitting work done by another as one's own, and/or altering an academy, or employing agency form, record, or document, or forging the signature of another.

**PLAGIARISM:** The use of words, ideas, concepts, or work of another, without proper acknowledgment, constitutes plagiarism.

#### **3-4 STEALING**

Stealing is defined as the wrongful taking of property from the possession of the owner, or any other person, with the intent to permanently deprive or defraud the owner, or any other person, of the use and benefit of said property. (If it does not belong to you do not make use of it without seeking permission.)

### **3-5 REPORTS: TRUTHFULNESS**

When in the course of an official investigation of a violation of these Rules and Procedures, recruits are expected to answer questions honestly. Reports, oral or written, will be truthful, submitted on time, and complete. No recruit will knowingly enter, or cause entry of inaccurate or false information.

### **3-6 CONFORMANCE TO LAWS**

Recruits will obey all laws of the United States, the State of Illinois, City of Chicago ordinances, by laws, rules, or regulations having the force of law of any board, officer, or commission having the powers to make rules and regulations. A recruit who commits a criminal act will be subject to disciplinary action up to and including dismissal. Each case will be considered on its merits, before final action is taken. **A recruit, upon learning that an application for a criminal complaint has been made against him/her, or that a complaint or indictment has been issued against him/her, will notify the Deputy Chief immediately in writing.** Such notification will be a summary of the complaint sought or issued, and the projected date of the hearing or trial. Convictions on any criminal charge, based on a violation of a federal or state law, municipal ordinance, or town by law, may be grounds for dismissal.

## **RULE 4 - DEPARTMENT**

### **4-1 COURTESY**

Courtesy is acting in consideration of others and pays large return for little effort. In law enforcement, where individuals are required to work together in cooperation, courtesy is essential for esprit de corps. Courtesy is to be shown to: Co-workers, subordinates, superiors, and the public. Courtesy shown to superiors is recognition of the basic principles of organization. It is the respect shown to leaders, and acknowledgment of the responsibility and authority of his/her position. Courtesy shown a subordinate acknowledges the part he/she plays as a member of the Chicago Police Department. Courtesy shown to the public acknowledges their dignity and equality as a human being. Courtesy shown to co-workers acknowledges the role they play in accomplishing the Department's mission and creates a cooperative work environment.

An individual's character is revealed by the way they treat those who have less power.

### **4-2 BIGOTRY**

Law Enforcement Officers are expected to be sensitive to, and show tolerance for concerns, opinions, backgrounds of others, and to treat all with respect, dignity, and courtesy, regardless of their circumstances or condition. The use of degrading language or actions with regard to race, ethnicity, religion, sex, sexual orientation, and/or physical disabilities that address, refer to, or otherwise affect any person, or group of people, directly or indirectly, is prohibited.

### **4-3 ADDRESSING STAFF AND OTHER PERSONNEL**

Recruits are expected always to conduct themselves in a professional manner. Recruits will greet academy staff and visitors to the academy outside of the classroom appropriately according to the time of day. **Guest instructors and staff members are to be addressed as "Ma'am," "Sir." (i.e. "Good-morning Ma'am/Sir; Good-afternoon Ma'am/Sir).**

### **4-4 MISCONDUCT (CONDUCT UNBECOMING AN OFFICER)**

Recruits will conduct themselves on and off duty, in a manner as to reflect favorably on the Department. Conduct unbecoming includes behavior that brings the Department into disrepute, or impairs the operation and efficiency of the Department or its members. Types of offenses subject to this rule include, but are not limited to, immoral acts, public intoxication, disorderly conduct, and use of vulgar, humiliating, obscene or profane language or behavior.

#### **4-5 COMPLAINT PROCEDURE**

Recruits will adhere to the chain of command established by the Deputy Chief. In matters that directly involve a member of the chain of command, a recruit may request and will be granted permission to take the matter to the next level of the chain of command. Recruits are encouraged to discuss their academy experiences and progress with their homeroom instructors.

#### **4-6 SOCIAL CONTACT**

Associations with academy staff will be professional at all times. **Recruits are prohibited from fraternizing, either on or off duty, with the Deputy Chief or other staff members while enrolled in Basic Recruit Training.** Please refer to the Education and Training Division's Direct Order against Fraternization for more information. This includes social media. (Facebook, Twitter, Instagram, Snapchat etc.)

#### **4-7 RACIAL OR SEXUAL HARASSMENT**

Racial or sexual harassment is a form of discriminatory conduct that undermines the integrity of all involved. Harassment in any form will not be tolerated. The Academy is committed to maintaining a facility free of racial and sexual harassment. Allegations of such conduct will be promptly and thoroughly investigated and resolved.

**Recruits will be respectful and courteous toward staff members, fellow recruits, other members of the Department, and the general public at all times.**

No recruit will use derogatory epithets or terms that denigrate a race or group, except when necessary in police reports or testimony.

No recruit will make unwelcome sexual advances, request sexual favors, and/or engage in any other verbal or physical conduct of a sexual nature, which has the purpose or effect of interfering with an individual's work performance, or creating a hostile work environment. The Chicago Police Department Education and Training Division will not tolerate racial or sexual harassment. Whenever a recruit feels that he/she has been the victim of racial or sexual harassment caused by a fellow recruit, instructor, staff member, or other member of the Chicago Police Department, he/she will bring the matter to the attention of their HRI. The HRI will assist the recruit in initiating a formal investigation, and will immediately bring the matter to the attention of the Supervising Sergeant, and the Deputy Chief. All current Chicago Police Department procedures related to allegations of this nature will be followed.

If the accused is a member of another department or agency, a thorough investigation will be conducted, but in lieu of a complaint register number the employing department or agency will be notified.

No retaliatory action may be taken against any recruit who has filed such a complaint in good faith.

#### **4-8 RESTRICTED AREAS AND EQUIPMENT**

Recruits will not enter areas designated as "Restricted Areas" by the Deputy Chief unless authorized.

**STAFF OFFICES:** Recruits are not permitted to enter staff offices without permission from an academy staff member. A recruit, who has an appointment, or who wishes to make an appointment with a staff member will report to the Duty Desk Officer and receive permission before entering the staff office area. Request to see/speak to instructors should be made during class, roll call or through the homeroom instructor. Recruits will not disturb instructors and staff in their cubicles or offices.

**OFFICE EQUIPMENT:** Recruits will not use the copy machines, typewriters, telephones, or other office equipment without the express prior permission of an academy supervisor.

**COMPUTER USE AND PRINTING:** Recruit's use of computer equipment will be limited to Training or Department purposes. Recruits will bring their own paper when printing large quantities of copies for their respective group. (i.e Study guides,etc.)

#### **4-9 SOLICITING BUSINESS**

Soliciting business, engaging in any sales or business venture, or distributing sales or advertising matter on academy grounds or within the building is strictly prohibited unless authorized by the Deputy Chief.

#### **4-10 INSUBORDINATION**

Recruits are expected to immediately respond to lawful instructions, directions, or orders of instructors or superior officers. Recruits are held accountable for their action, or lack of action, when an instruction is given.

### **RULE 5 - DISCIPLINE**

A recruit who violates any provision of the Education and Training Division Rules and Regulations will be disciplined. Discipline is based on the seriousness of the infraction and history of behavior contrary to the mission of the Chicago Police Education and Training Division.

#### **5-1 STANDARDS OF CONDUCT**

The Chicago Police Department is a structured organization that requires the highest standards of conduct and respect for authority. Recognition of the authority of superiors is expected always. A recruit is expected to show respect for, and obey the lawful orders of the Deputy Chief, Academy staff, guest instructors, and other personnel, including administrative and support personnel. Failure to do so may result in disciplinary action or termination from the Chicago Police Department.

## **5-2 PURPOSE**

The purpose of the disciplinary system is to maintain order, standards and discipline among recruits. The system is designed to develop the self-discipline necessary for a police officer to function effectively in the position of public trust he/she has chosen for a career, and to teach the recruit to accept responsibility for all that he/she does, or fails to do. It is intended to instill a sense of duty above self-interest, and to be instructional and corrective in nature. It is intended to prepare the recruit to effectively function in a system of rules and procedures, and provide practical applications of personal responsibility.

## **5-3 DOCUMENTATION**

A recruit's personnel file will contain documentation of instances of exemplary performance or conduct, as well as violation of Rules and Regulations. Documentation of performance in areas of interpersonal relations, integrity, dependability, and work habits, is as important to discipline as the recording of test scores is to the tracking of academic performance.

## **5-4 PROGRESSIVE DISCIPLINE**

Recruits must adhere to rules, procedures and regulations of the Chicago Police Department. Disciplinary action will be consistent with, and appropriate for misconduct. The administration of disciplinary action will carry with it the admonition that future misconduct will result in more severe discipline. Chicago Police Department complaint and disciplinary procedures, including summary punishment procedures, will be adhered to for Chicago Police Department employees. Repeated, excessive and/or serious disciplinary infractions by recruits may result in a recommendation for termination.

All members are subject to the following levels of disciplinary action pursuant to rule 5-4:

**PERFORMANCE APPRAISAL COUNSELING:** Recruits who are performing below standards will be informed of this in writing and given opportunities to raise their level of performance. Failure to provide counseling does not negate any standard set by the Chicago Police Department. The Performance Appraisal Counseling Session will be used to: (1) ensure that the recruit understands what deficiencies prompted the counseling (2) identify what steps need to be taken to achieve an acceptable level of performance; and (3) explain what supportive services the staff can offer to assist in improvement.

**COUNSELING:** At this level, a recruit will be advised of the breach in rules and/or procedures. Counseling will be administered for corrective action when the breach is due to inadvertence, or understandable neglect. The recruit will be advised that further violations could result in disciplinary action. As part of discipline the recruit will be required to report daily wearing gym uniform for a specified length of time appropriate for the infraction. The recruit will still be required to have a uniform at the ready in case of emergency deployment. Exceptions include outside details. (driving school, building entry, LEMART, etc.)

## **RULE 6 - PHYSICAL CONDITION AND EXAMINATION**

### **6-1 MAINTAINING PHYSICAL FITNESS**

Recruits must maintain a physical fitness level required by the ILETSB for police training facilities. Prior to admission to the academy, recruits are required to pass the P.O.W.E.R. test as mandated by the ILETSB. The P.O.W.E.R. test is also administered three (3) times during training, (upon entry, at midpoint, and before the end of training).

**Failure of one of the three P.O.W.E.R. tests administered during recruit training may be grounds for termination.**

### **6-2 PHYSICAL SKILLS TRAINING**

**USE OF FORCE DECISION MAKING:** Recruits will receive training to identify citizen actions and appropriate control options for safe and timely application of force. This training is based upon the Police Safety System's Use of Force Model, as certified by the Illinois Law Enforcement Training and Standards Board.

**COMMUNICATION/VERBALIZATION SKILLS:** Recruits will develop verbalization skills and learn procedures used to defuse and/or control physical conflict, thereby reducing the possibility of unnecessary force.

**POLICE CONTROL TACTICS:** Recruits must demonstrate minimum proficiency for a safe, timely and appropriate application of dynamic response sequences in training, against single or multiple assailants, resisters, cooperative subjects, and other complex physical control problems according to Department standards. If a Metro Recruit fails to demonstrate proficiency in control tactics, a disclaimer letter will be sent by the Deputy Chief to the Executive Officer of the Trainee's agency. Recruits will be tested in all areas. Four Police Control Tactics Elementary Performance Tests are given to determine these skills:

1. Assailant Control
2. Resister Control
3. Impact Weapons
4. Operational Simulation

Testing for Assailant Control, Resister Control, and Impact Weapons, must each be passed in succession with a minimum score of twenty-seven (27) points out of a maximum of thirty-six (36) points. Testing for Operational Simulation is determined on a Pass/Fail basis.

If a recruit fails a performance test, he/she must participate in a supportive class offered by the Physical Training Unit on the failed element before re-testing. Failures must be corrected before a recruit is allowed to test on the next scheduled performance evaluation.

Each recruit will be tested in the area of Assailant Control, Resister Control, and the Impact Weapon by a Police Safety System (PSS) certified instructor of the Physical Skills Unit. A panel of instructors from the Physical Skills Unit will do re-testing. Testing for Operational Simulation will be conducted by two (2) certified instructors, one being the subject, and the other being the monitor and grading instructor.

Re-testing of failures will be given weekly on a specified date, until the completion of training. Failure to demonstrate proficiency in control tactics will be a basis for termination.

**THE OFFICERS' HEALTH MANAGEMENT PROGRAM:** The Officer's Health Management Program objective is to make recruits aware of health risks and enables them to develop and maintain lifelong exercise programs. The information obtained through this program provides a basic guide to maintaining a healthy lifestyle. The program consists of education in the following subjects:

**HEALTH:** Recruits learn basic health facts concerning cardiac risks, nutrition, weight management, stress management, alcohol and tobacco use.

**FITNESS:** The exercise component emphasizes the development of cardiovascular fitness, strength, and flexibility; critical for maintaining health. The elements of agility, power and balance are also addressed in the program. Information to assist in development of an individual exercise program will be available.

As each recruit class begins training at the academy, one Physical Skills instructor will be designated as the lead instructor for each homeroom. The lead instructor will be responsible for monitoring fitness level, weight, and body fat percentage of every recruit in the class. When the instructor determines that a recruit is not performing to standards, is overweight, or is above the body fat percentage thresholds, the instructor will assign the recruit to a counseling session. During the counseling session, the instructor will review the recruit's fitness and nutritional habits. Following counseling, the instructor will develop an individualized fitness and nutritional performance plan.

The individualized fitness and nutritional performance plan will outline a specific fitness routine and nutritional program. The fitness routine will be conducted in addition to the recruit's regular academy workouts with the entire class. The nutritional program will recommend foods that should be eaten, foods that should be avoided or eaten in moderation, and provide a daily caloric intake threshold. The recruit will be responsible maintaining a daily fitness log and nutritional record. Every Monday, the instructor and the recruit will meet; the recruit will be weighed and have their body fat percentage measured. The instructor will review the recruit's daily fitness log and nutritional record. If appropriate, the instructor will make modifications to the fitness and nutritional performance plan.

At the conclusion of this program, recruits will be required to pass the Physical Fitness Award Test.

### **6-3 MEDICAL POLICY**

Medical absence procedures established by the respective employing agency will be followed subject the guidelines established by the Illinois Law Enforcement Training and Standards Board.

### **6-4 INJURY/ILLNESS**

All recruits are required to report any injury, illness, or significant change in their physical condition to the Deputy Chief or his/her designee immediately, in writing. A recruit required to withdraw from Basic Recruit Training due to injury or illness, not brought about by his/her own misconduct, may be eligible to enter another academy session subject to compliance with applicable police training school enrollment requirements as established by the Illinois Law Enforcement Training and Standards Board.

### **6-5 INJURY ON DUTY**

Injuries sustained as a direct result of supervised training activities are normally regarded as an Injury on Duty (I.O.D.). All reports of physical injury received from a recruit will be considered, investigated, and documented by appropriate reports to the Deputy Chief.

Education and Training Division staff members who observe a recruit sustain an injury will immediately initiate appropriate action. This includes rendering first aid, summoning medical assistance, and notifying a supervisor. If a recruit suffers an injury during duty hours which is not observed by a staff member, the recruit will report the incident as soon as possible, but no later than the end of the tour of duty. If recruits experience symptoms during non-duty hours, which indicate that he/she has suffered an injury as a result of a supervised training activity, written notification to the Deputy Chief, must be made at the earliest opportunity for consideration of the ailment as duty related.

Immediate notification of an injured recruit will be made to the Deputy Chief, Duty Desk Officer, Recruits respective employing agency and each Section Commanding Officer. More serious injuries or illnesses will warrant notification to CPIC. Written notification will follow in the form of a packet with all reports that pertain to the injured recruit.

**NOTE:** The instruction hours lost due to an I.O.D. may detract from the attendance requirements mandated by the ILETSB. If ten percent (10%) of the training program is missed due to an I.O.D., the recruit may be recycled into the next available group (at the appropriate stage of training) upon his/her return to duty.

## **6-6 INJURY DISABILITY OFF DUTY**

If a recruit sustains a minor injury off duty that does not necessitate an absence of more than ten percent (10%) of the training course, the medical policy as stated in item 6-4 will be followed.

**NOTE:** Per Section 1720.20(f) of the IL Police Training Act, a recruit on this type of leave must return and be in compliance with the ILETSB mandate requiring State certification within nine months of the recruit's date of hire.

## **6-7 FEIGNING ILLNESS/INJURY**

A recruit suspected of feigning illness or injury in order to avoid participating in class activity, will, at the discretion of the Deputy Chief, report to a physician for evaluation. Before taking action the Deputy Chief will evaluate the results of the examination before making a final determination.

## **6-8 INABILITY TO PARTICIPATE**

Any recruit who is unable to participate in a training activity will submit a written report to the Deputy Chief, prior to the beginning of the tour of duty, explaining the reason why he/she is unable to participate. Such reports are required **on each occasion** that the recruit is unable to participate. Such recruit may be sent to a physician for an evaluation.

## **6-9 LIMITED AND CONVALESCENT DUTY**

Recruits **will not** be allowed limited or convalescent duty during the academic phase of training.

## **RULE 7 - ACADEMIC STANDARDS AND QUALIFICATIONS**

### **7-1 ACADEMIC EXAMINATION PROCEDURES**

Beginning the third week of training, examinations will be conducted during the basic recruit course. All recruits are required to achieve a cumulative academic average of 70% for the academic examinations throughout the training program. When a recruit's cumulative average drops below 74% he/she will be counseled that they are close to failure. At the point in the Basic Recruit Training Program when the cumulative average of a recruit's academic grades, plus the remaining examinations to be given reflects a mathematical impossibility of achieving a 70% average, the recruit cannot continue training or be eligible to take the State Comprehensive Certification Examination, and will be separated from the Chicago Police Academy. **Recruits who fail any test will be required to report daily wearing gym uniform.** Duration of time in uniform will be at the discretion of the Supervising Sergeant. The recruit is still required to have a uniform at the ready in case of emergency deployment. Exceptions include outside details (driving school, building entry, LEMART, etc.)

### **7-2 ACADEMIC TESTS**

For the purposes of these rules and procedures, academic tests will include written examinations, skills test, physical fitness test, and field exercises.

### **7-3 AREAS OF STUDY**

Recruits will be graded in all areas of study including, but not limited to, the following:

- a. Academics
- b. Self-Defense/Control Tactics
- c. Firearms: Technical Use and Use of Force Decision Making
- d. Physical Skills
- e. First Aid and Cardiopulmonary Resuscitation
- f. Police Driving

Failures in any of the above areas will be grounds for dismissal in accordance with the provisions of the Illinois Police Training Act, the Illinois Law Enforcement Training and Standards Board, and this rule.

### **7-4 NOTEBOOKS**

Recruits are required to take notes and to keep a hand written notebook of class lectures. Notes taken in class are to be transcribed and placed in a formal notebook as required by the Illinois Law Enforcement Training and Standards Board. The taking of notes in class is structured in a manner that the recruit will learn to take clear notes in the field under stressful conditions. The recruit does not have to re-type his/her notes, if they are of sufficient clarity for study. Formal and informal notebooks may be examined at anytime, and are expected to contain pertinent notes from classroom instruction, handouts, and the

recruit's copy of Rules & Procedures.

All recruits will maintain a Fitness and Nutrition Section in their State Notebook. Included in the Fitness and Nutrition Section will be the following: (1) a fitness log that will record every fitness activity performed by the recruit with the recruit's homeroom, every self-initiated fitness activity performed individually by the recruit on their own time, and in certain cases, every fitness activity performed individually as the result of an Individualized Fitness and Nutritional Performance Plan; (2) every recruit, **at least once during training**, will also include a print out of a daily nutritional analysis completed on the federal government's nutrition website, [www.choosemyplate.gov](http://www.choosemyplate.gov).

If a recruit has been placed into an Individual Fitness & Nutritional Plan, that recruit will also include a nutritional record of food intake, for **one day each week** he/she is assigned to an Individualized Fitness and Nutritional Performance Plan.

## **7-5 HOMEWORK**

Recruits are expected to read a number of books and articles at home during their training. Recruits will be required to prepare written assignments at home as designated by class instructors.

## **7-6 REQUIREMENTS FOR SUCCESSFUL COMPLETION**

In each course, there is a level of skill and knowledge expected of after each classroom/practicum period. These standards will be explicitly stated by the instructor, and will be measured by examination and performance evaluations. If a recruit is failing to achieve the required level of knowledge or skills, he/she will be provided the opportunity to receive supportive instruction. All recruits will be expected to pass written examinations, and practical assessments, at various points throughout the curriculum. Failure to pass written examinations, or practical assessments, will result in separation from the Academy

## **7-7 EXAMINATION RESULTS**

Examination results will be released to the homeroom instructor and/or Supervising Sergeant by the Examination Unit upon completion of the scoring, and posted by name in the homeroom. Homeroom Instructors will address issues with test items or test scores with the Supervising Sergeant of the Examination Unit only. Request for exam revisions must be in writing and approved by the Commanding Officer, **Instructional Design and Quality Control**.

## **7-8 ACADEMIC DEFICIENCY**

Recruits are expected to maintain a minimum cumulative grade point average of 70%. Any recruit whose cumulative grade point average falls below 74% will be informed that they are close to failing and provided the opportunity to attend voluntary supportive classes.

## **7-9 STAFF EVALUATION**

The progress of recruits in academics, physical skills, and firearms will be reviewed by their Homeroom Instructor, Supervising Sergeant, Commanding Officer - Recruit Training Section, and the Deputy Chief. Those recruits deficient will be subject to a counseling session conducted by the Deputy Chief or his/her designee. The counseling session will be used to: (1) advise the recruit of which areas he/she is deficient in; (2) identify which steps should be taken to achieve an acceptable level of performance; (3) explain supportive services available to the recruit; and (4) document the progress.

## **7-10 SUPPORTIVE INSTRUCTION**

Any recruit achieving less than 74% in any course area of any examination should take advantage of supportive instruction in that course area. Supportive instruction is available to all recruits. Recruits meeting the required standards will be counseled by their Homeroom Instructor and/or Supervising Sergeant and should attend supportive classes. These classes will be scheduled by section, under the supervision of the Commanding Officer, Recruit Training Section. Recruits failing to achieve a passing grade overall will be strongly urged to request supportive instruction. The Supervising Sergeant, Physical Skills Unit, will schedule appropriate supportive classes for failures in Control Tactics achievement.

All supportive instruction will take place on the recruit's own time, and must not interfere with the regular training schedule. Recruits attending supportive classes will attend on their personal time, and **will not** receive compensation for overtime.

## **7-11 COPIES OF EXAMINATIONS**

All examinations are the property of the Chicago Police Department, Education and Training Division, and may not be reproduced by any method.

## **7-12 MISSED EXAMINATIONS**

A recruit who is not present for testing due to an excused absence, will be offered the opportunity to take the missed examination. An unexcused absence from an examination will result in a grade of zero (0) recorded for the examination. When a recruit misses an examination, it is their responsibility to report to their HRI and set-up a time to take the examination. This must be done immediately on returning to the Academy and must not conflict with regularly scheduled academic training.

## **7-13 MANDATORY STATE FIREARMS INSTRUCTION**

The Illinois Mandatory Firearms Training Program for Peace Officers, Public Acts 79-652 & 84-847, mandates **forty (40) hours of firearms training**, including handgun instruction and shotgun familiarization. Recruits will also complete additional firearm instruction as prescribed by range personal.

#### **7-14 MANDATORY STATE FIREARMS QUALIFICATION COURSE FAILURES**

If a recruit fails to attain a score of 70% during firearms qualification, the recruit will be given supportive training and additional opportunities to attain a 70% passing score. Failure to reach a score of 70% will result in termination from the Chicago Police Department.

#### **7-15 MANDATORY STATE FIREARMS EXAMINATION (Written Portion)**

In order to successfully pass the written firearms examination, each recruit must provide correct responses to a minimum of thirty-five (35) out of the fifty (50) possible correct responses for a minimum score of 70%.

#### **7-16 MANDATORY STATE FIREARMS EXAMINATION (Written Portion) FAILURES**

If a recruit fails to meet the minimum qualification score of 70%, the recruit may re-test the written portion four (4) additional times after supportive training. Failure to pass the Mandatory State Firearms Examination (written portion) after the fourth (4th) attempt is grounds for separation.

#### **7-17 USE OF DEADLY FORCE (Written Examination)**

An examination regarding "Use of Deadly Force" is given to all Chicago recruits. This examination consists of fifteen (15) questions and recruits **must** attain a score of 100%.

#### **7-18 USE OF DEADLY FORCE (Written Examination) FAILURES**

Chicago recruits who initially fail this test are offered to attend four (4) additional hours of supportive training in the "Use of Deadly Force." Another opportunity to take the examination will then be given to the recruit for a **maximum** of four (4) times. Failing to pass the Use of Force examination after four (4) attempts is grounds for separation.

#### **7-19 BASIC POLICE DRIVER'S TRAINING PROGRAM**

Successful completion of the Peak Performance Driving Course is required of all Chicago recruits. A passing grade is required on a PASS/FAIL basis on prescribed driving techniques. Instructors assigned to driver training determine evaluations.

#### **7-20 BASIC POLICE DRIVER'S TRAINING PROGRAM FAILURES**

Failure to pass the Peak Performance Driving Course on the first (1st) attempt will necessitate a recruit being recycled into the next available driving class.

Should a recruit fail the second (2nd) attempt to pass the driving course, he/she may be required to attend supportive classes. Another opportunity to pass the driving course

will then be given to the recruit for a **maximum** of three (3) times. Recruits who fail to pass the course after three (3) attempts will be separated from the Department.

## **7-21 STATE COMPREHENSIVE CERTIFICATION EXAMINATION**

Recruits who successfully complete their training and maintain an acceptable notebook are required to take and pass a State Certification Examination. This comprehensive examination will only be administered to recruits who have been certified by the Deputy Chief of the Education and Training Division as having met all of the requirements and have successfully passed the Basic Recruit Course with an average minimum score of 70%.

In order to successfully pass the comprehensive examination, recruits must provide correct responses to a minimum of one hundred thirty-two (132) or sixty-six percent (66%) out of two hundred (200) possible correct responses.

Recruits are required to successfully pass the comprehensive examination within six (6) months of their full-time employment as police officers. The agency head may request an extension of the initial six (6) month period for justifiable reasons.

Requests for extensions will be submitted in writing to the Executive Director of the Illinois Law Enforcement Training and Standards Board, before the expiration of the six (6) month period. An extension may be granted by the Executive Director of the Board for cases where the extension is clearly justified and in no case will extend more than ninety (90) days beyond the initial six months from date of hire.

Recruits who successfully pass the comprehensive State Examination will be eligible to receive certification attesting to their successful completion of the minimum ILETSB requirements.

## **7-22 STATE COMPREHENSIVE CERTIFICATION EXAMINATION FAILURES**

In the event that a recruit fails the comprehensive State Examination on the first attempt, they will be allowed to re-test the comprehensive examination a **maximum** of two (2) times. Time will be allocated to prepare for subsequent examinations. No recruit will take the state exam unless he/she has a 70% score on all Chicago tests in all subject areas (academics, firearms, gym, etc). Those recruits who do not pass the State exam will be separated from the Department.

**NOTE:** The Deputy Chief will make final determination as to whether a recruit has satisfactorily passed all standards and requirements of the ILETSB and the Chicago Police Department. The Deputy Chief will also have the responsibility to recommend separation from the Chicago Police Department of any recruit, prior to the completion of the course, if, in his/her opinion, the recruit is unable or unwilling to satisfactorily complete the prescribed course of training.

### **7-23 DUI DETECTION AND STANDARDIZED FIELD SOBRIETY TESTING EXAM**

This test requires an 80% passing grade.

### **7-24 REINFORCEMENT SESSIONS**

During their training at the Academy, a recruit's normal work week will be Monday through Friday. However, for the following circumstances, recruits will be offered supportive instruction that is conducive to the schedule of the Education and Training Division.

- Recruits whose cumulative grade point averages are below 74%
- Recruits failing certain portions of the Physical Skills Section's Control Tactics Tests
- Recruits not meeting the required Physical Standards that are established by the Education and Training Division (i.e. body fat, weight, etc.)
- Recruits not shooting acceptable scores on the Firearms Range
- Recruits rated in the last three positions during Peer Review Sessions.

During supportive instruction, recruits will receive assistance necessary in the area(s) that they are deficient.

#### **IV. FIELD TRAINING & EVALUATION PHASE**

Upon graduation from Basic Training Phase I-Academic, Probationary Police Officers (PPO's) will be detailed from the Education and Training Division to a Training District. There they will complete the law enforcement training phase, which lasts until the completion of the probationary period (eighteen months from date of appointment). During the first twelve weeks of this detail they will receive daily evaluations from a Field Training Officer (FTO) assigned to them.

Once detailed to the 12-week field training period, the PPO has the responsibility to review their Automated Daily Observation Report with his/her FTO at the conclusion of each tour of duty, providing his/her electronic acknowledgment.

At the end of each of three training cycles, a Cycle Summary (cycles 1 and 2) and a Final Cycle Summary Report is generated. The PPO will review these online documents with the FTO, and again electronically acknowledge each summary. If the PPO's field performance requires him to perform a remedial cycle, the PPO will continue completion of the above documents.

The completed Automated Performance Checklist will be forwarded to the district's field training lieutenant for forwarding to the Education and Training Division.

When the field performance of a particular probationary police officer is unsatisfactory, the Field Evaluation Review Board will make recommendations to the Deputy Chief of the Education and Training Division which may include, but are not limited to the following:

- Extension of the field training phase
- Additional training at the Education and Training Division
- Counseling, or separation from employment

If the review process of PPO has begun, the PPO will sign the Review Board Notice and follow the restrictions listed on this form.

**\*\* If at any time a medical condition renders a PPO unable to complete their Field Training Phase, they may elect to take an unpaid medical leave of absence. The PPO may seek reinstatement and resume the Field Training Phase upon release by their health-care provider, and after the PPO presents the Chicago Police Department with their physician's report that they are fit to return to full duty.**

## Example of P/T Log

DATE	ACTIVITY & INSTRUCTOR	DISTANCE or TIME	NOTES

## Example of P/T Log filled out

DATE	ACTIVITY & INSTRUCTOR	DISTANCE or TIME	NOTES
1 Jan	Run KNIGHT	2.5 miles/30 min	Ran to UIC parking garage ramp. Ran up & down x3.
2 Jan	Weight Train (self)	25 min.	Pushups S1/40, S2/38, S3/33. Bicep / Dumbbells S1/35(x10) S2/35(x7) S3/30 (x8). Sit-ups S1/40, S2/38, S3/35. Chest / Barbell S1/120(x10) S2/120(x8) S3/110(x11).
			Second activity: Treadmill 15 minutes, 1.5 miles, Avg HR 130, Cal burned 185, additional 5 min cool down.
3 Jan	REST		
4 Jan	Calisthenics KNIGHT	35 minutes	Jumping Jacks, Push-ups, sit-ups, supine bicycle, flutter kicks, superman, mountain climbers, squats, bear crawls, stairs (5 min.)
5 Jan	Cross Train KNIGHT	35 minutes	Elbow & knee strikes w/ sprints & pushups, Stairs w/ bags.

## Recruit Formal Notebook

The recruit will purchase a 8 ½ X 11  
Three ring large 4# vinyl binder black in color with clear label  
pocket on the heel of the binder.

Nine (9) notebook dividers

8½ X 11 lined white notebook paper, or plain white computer  
paper.

---

Insert in the label pocket a printed white label noting:  
Recruit's first, m.i., last name & group number

---

Each page will begin in the following manner:

Instructor Name

Class Name

Date

Hours of Instruction

Page\_\_of\_\_

**RECRUIT FORMAL NOTEBOOKS  
AS REQUIRED BY  
THE ILLINOIS LAW ENFORCEMENT TRAINING AND STANDARDS BOARD**

Recruit formal notebooks will be subdivided into subject matter. There will be eight major divisions:

Divider #1 - Administrative  
Divider #2 - Foundations of Law Enforcement  
Divider #3 - Integrated Scenarios  
Divider #3 - Law  
Divider #4 - Patrol Procedures  
Divider #5 - Patrol Investigations  
Divider #6 - Police Function and Human Behavior  
Divider #7 - Police Proficiency (range, gym, drill)  
Divider #8 - Traffic  
Divider #9 - Police Officer Wellness: Physical Skills & P/T Log

Each division should contain the state mandated student performance objectives (SPOs) with information from the classroom instruction. This fulfills the state requirement for a notebook and serves as a useful tool when studying for exams. Listing the name of the class and unit of instruction is recommended for reference and recall. An example of this is:

Student Performance Objective SS205  
Law - Hour 43 of 74, Arrest, Search and Seizure  
Instructor: Attorney Sayre

Define FRISK - A pat-down of the outer clothing for what could be a dangerous weapon based upon a reasonable suspicion.

**NOTE:** Recruits are not allowed tape recording devices in the academy at any time.

**NOTE:** State notebooks may be typewritten or computer generated. However, sharing of notebooks between recruits is strictly prohibited and a violation of Rule 3-3, Academic Dishonesty & Plagiarism.

**RECRUIT COPY**

I, \_\_\_\_\_, have read and fully understand the Chicago  
**(Please print)**

Police Department Education and Training Division Basic Recruit Procedural Manual: Rules and Regulations, and understand that I have a duty to comply with the contents herein. I further understand that deviation from the rules and regulations herein can and will result in disciplinary action and/or termination of employment.

Recruit's Signature

Date

Employee Number

Group Number

**EDUCATION AND TRAINING DIVISION COPY**

I, \_\_\_\_\_, have read and fully understand the Chicago  
**(Please print)**

Police Department Education and Training Division Basic Recruit Procedural Manual: Rules and Regulations, and understand that I have a duty to comply with the contents herein. I further understand that deviation from the rules and regulations herein can and will result in disciplinary action and/or termination of employment.

Recruit's Signature

Date

Employee Number

Group Number